

X

1. AMUSEMENT DEVICES LICENSE FILE

Dates: 1943 - -

Quantity: 20 cubic feet

File Arrangement: Annual, by type of license, alphabetical therein

Annual Accumulation: 2 cubic feet

Disposable Amount: 22 cubic feet

Audit: Annual outside audit and State audit

This file contains records of the following types of annual licenses:

- A - Circus
- D - Carnival
- E - Amusement Device (Arcade Type - 5 cents)
- EA - Amusement Device (Arcade Type - 10 cents)
- H - Pinball - Console License
- I - Distributor's License
- K - Kiddie Ride
- L - Beach and Resort
- M - Slot Machines
- N - Bingo Games
- O - Shuffleboard
- P - Amusement Park Concession
- Q - Amusement Park Concession
- R - Paddle Wheels
- S - Eleemosynary License
- T - Eleemosynary License (daily)
- U - Eleemosynary License (daily)
- V - Chance Merchandise Vendor
- W - Motorcycle Rides and Automobile Races

All files contain carbon copies of the Amusement Licenses originally issued by the Clerk of Court. Files for types "L", "H", "S", and "U" also contain the license application form, a letter from the State certifying that taxes have been paid, and a copy of a form authorizing the Clerk of Court to issue the license. The file for type "I" licenses also contains Applications for "Class I" Distributor's Licenses, a letter from the State certifying that taxes have been paid, a copy of a form authorizing the Clerk of Court to issue the license, and Vendors' Reports.

The Application for "Class I" Distributor's Licenses shows name, address and trade name of applicant, details of ownership, current assessment on property, certificate that personal property taxes have been paid, and certificate that State taxes have been paid.

The Vendor's Report is submitted once a year, and shows the date, name of vendor, and line entries accounting for amusement devices sold by him during the year. Entries show class of machine, vendor, address of vendor, and district.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL ADMITTED, WHICHEVER IS LATER, AND THEN DESTROY.

2. TAXICAB FILE

- Size: 8 1/2" x 11" - varies
- Dates: 1950 - -
- Quantity: 2 1/2 cubic feet
- File Arrangement: Alphabetically by cab company
- Annual Accretion: 1/2 cubic foot
- Disposable Amount: 3/4 cubic foot
- Audit: Outside annual audit

This file contains Taxicab Registration Applications, Cash Receipts for Taxicab Registration Fee, photographs of taxicabs, and copies of police reports.

The Taxicab Registration Application is submitted each year for each cab, and contains entries which show details of ownership, description of vehicle, and signature. A photograph of the taxicab is attached. The application and the photograph go to the file.

Cash receipts are given for annual registration fees, which show date, registration number, name and address of owner, amount paid, and the signature of the Clerk to the Board of County Commissioners. They are prepared in three copies, which are distributed as follows:

1. Original - to owner of cab
2. Filed
3. Clerk to Board of County Commissioners (together with registration fee)

Carbon copies of police reports on accidents involving taxicabs are included in the file.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

3. TRAILER PARK LICENSES

Size: 8 $\frac{1}{2}$ " x 11"
 Dates: 1955 - -
 Quantity: 1 cubic foot
 File Arrangement: Alphabetical by Trailer Park name
 Annual Accumulation: $\frac{1}{2}$ cubic foot
 Audit: Annual outside audit

This file contains copies of License Applications and Trailer Coach Park Licenses, plats of trailer parks, and correspondence.

License applications show applicant's name and address, details of ownership, approval of County Health Officer, and certification of notary public. Three copies are made and distributed as follows:

1. Filed in office
2. To operator
3. Clerk to Board of County Commissioners (with registration fee)

Attached to each copy are complete plans of the park and a description of the park, giving legal notes and bounds.

The Trailer Coach Park License is prepared in three copies, the first going to the licensee, the second to the Trailer Park Licenses File, and the third to the Clerk to the Board of the County Commissioners.

RECOMMENDATION: RETAIN FOR THREE YEARS AFTER TRAILER PARK GOES OUT OF BUSINESS, OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

4. BUILDING PERMITS

Form No.: 26-BI-1
 Size: 8 $\frac{1}{2}$ " x 11"
 Dates: 1923 - -
 Quantity: 15 cubic feet
 File Arrangement: As indicated below
 Annual Accumulation: 6 cubic feet
 Disposable Amount: 33 cubic feet

Building Permits are issued as provided by Sections 186-192 of the Code of Public Local Laws of Anne Arundel County, 1947.

A printed form is prepared for all permits to build in Anne Arundel County. Each permit is in the form of an application, which must be approved by the Planning and Zoning Department, Health Department, Department of Public Works, and the County Commissioners. The form is prepared in five copies, which are filed as follows:

1. White: Sent to applicant after approval
2. Pink: Filed in the office alphabetically by name of owner. Attached to this copy are inspection reports of the Department of Public Works and the Health Department (Sanitation Permit), the 2nd copy of the Certificate of Occupancy, and related correspondence and memoranda. This copy is used to prepare the Weekly Report of Permits.
3. Blue: Used to compile the Report of the Building Inspector, and filed with one copy of the report with the Supervisor of Assessments.
4. Yellow: Goes to the Supervisor of Assessments on the date the permit is issued.
5. Green: Filed in the office by permit number. No attachments are included in this file.

Entries show date of application, permit number, name and address of applicant, district number, type of zoning, location of property, purpose and description of construction, contractor, cost, name and address of owner, signature of owner and witness, fee, date of approval, signature of the Clerk to the Board of County Commissioners, sketch showing location of building on lot, report of Building Inspector (on first 3 copies), and zoning requirements specified by the Planning and Zoning Commission (on first 3 copies).

When approval of the Health Department is required a Sanitation Permit is completed in 3 copies. The first is attached to the first copy of the Building Permit, the second goes to the applicant, and the third is filed with the second copy of the Building Permit.

Approval of Building Permits by the Board of County Commissioners is accomplished by means of the Weekly Report of Permits.

When construction is completed a Certificate of Occupancy is issued by a Building Inspector certifying that the requirements of the Building Code have been met. The certificate is prepared in duplicate, the first copy going to the applicant and the second being attached to the second copy of the Building Permit. The recommendation below applies only to material filed in this office.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

5. BUILDING INSPECTORS' REPORTS

Dates: 1954 - -
Quantity: $\frac{1}{2}$ cubic foot
Annual Accumulation: $\frac{1}{2}$ cubic foot
File Arrangement: Name of Inspector and chronological therein.

Since January 1954 the six building inspectors employed by the County have submitted reports each week. The reports are based on the third copy of the Building Permit, and are prepared in four copies, which are distributed as follows:

1. County Commissioners
2. Building Inspectors
3. Office file
4. Supervisor of Assessments with third copy of Building Permits.

Entries show permit number, owner of property, type of structure, location, and valuation. The most important purpose of this report is to provide information to the Supervisor of Assessments. The recommendation below applies only to material filed in this office.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

6. WEEKLY REPORT OF PERMITS

Dates: 1950 - -
Quantity: 1 cubic foot
File Arrangement: By districts and chronological therein
Annual Accumulation: $\frac{1}{2}$ cubic foot
Disposable Amount: $\frac{1}{2}$ cubic foot

Each week a report of Building Permits is prepared in duplicate from the permits. This report lists permits which have been approved by the various county agencies concerned but which still require final approval by the County Commissioners. Entries show district number, name of applicant, owner of property, description of building, location of property, valuation, and fee. Both copies of each report are submitted to the Board of County Commissioners for approval of the building permits listed thereon. Disapproval of single items are indicated by crossing them out. The original is entered in the Book of Minutes of the Board.

The office retains the copy with a receipt from the Clerk to the Board attached.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

7. BUILDING PLANS AND SPECIFICATIONS

Dates: 1952 - -
Quantity: 12 cubic feet
File Arrangement: Alphabetical by name of owner
Annual Accumulation: 1/4 cubic feet
Disposable Amount: 2 cubic feet

Plans and specifications of commercial buildings, prefabricated buildings, and buildings constructed outside the County but moved into the County must be submitted and approved before a Building Permit can be issued. The plans are submitted in duplicate, approved or disapproved by the Chief Building Inspector, and then one set of plans is returned to the owner and the other is filed in the office.

RECOMMENDATION: RETAIN FOR THREE YEARS AFTER ISSUANCE OF CERTIFICATE OF OCCUPANCY AND THEN DESTROY.

8. REPORTS

Dates: 1950 - -
Quantity: 1 cubic foot
Disposable Amount: 1/2 cubic foot
Annual Accumulation: 1/2 cubic foot
File Arrangement: By agency and chronological therein

Reports on building permits issued are made to the Department of Labor, Baltimore Association of Commerce, the Secretary of the Airport Zoning Board in Glen Burnie, the U.S. Army Corps of Engineers (regarding piers and wharfs), to the County Commissioners (semi-annual), and to the State Roads Commission (regarding road signs permits). Copies of these reports are retained in the office for reference purposes.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

9. CORRESPONDENCE

Dates: 1950 - -
Quantity: 1 cubic foot
File Arrangement: Alphabetical
Annual Accumulation: 1/2 cubic foot
Disposable Amount: 1/2 cubic foot

Correspondence contains inquiries regarding Building Permits and other routine matters. Correspondence concerning a particular permit is filed with the second copy of the Building Permit.

RECOMMENDATION: RETAIN FOR THREE YEARS; THEN REMOVE AND RETAIN PERMANENTLY RECORDS HAVING CONTINUING ADMINISTRATIVE AND LEGAL VALUE AND DESTROY ALL OTHER MATERIAL.